

CLERK'S SUMMARY OF AGENDA ACTION
AND OFFICIAL MINUTES
GOVERNMENT STRUCTURE TASK FORCE
MARCH 24, 2005

The Government Structure Task Force convened in the Commission Chambers of the Stephen P. Clark Government Center, 111 Northwest First Street, Miami, Florida, at 11:11 a.m. on March 24, 2005, there being present Chairman Dennis C. Moss and members Commissioners Sally Heyman and Natacha Seijas (Commissioner Rebecca Sosa was absent); Special Assistant for Strategic Planning Initiatives Corinne Brody; Assistant County Attorney Robert Cuevas; and Deputy Clerk Linda Derleth.

I. Introduction and Welcome – Vice Chairman Moss

Chairman Moss called the meeting to order at 11:11 a.m. and thanked Commissioners Heyman and Seijas for attending today's meeting. He noted Commissioner Sosa had sent a memorandum stating she would be unable to attend today's meeting.

Chairman Moss congratulated Ms. Miriam Singer and Mr. Howard Piper on their appointments as Director and Deputy Director, respectively, of the Department of Procurement Management.

Chairman Moss stated the Task Force needed to deal with the issue of governmental structure and procurement in the broad sense, and he suggested this Task Force recommend to the Chairman of the Board of County Commissioners that the Procurement Subcommittee be re-established to review all procurement issues.

Discussion ensued among members of the Task Force regarding the best procedure to review procurement issues prior to their presentation to the full Board.

Chairman Moss commended staff for outstanding work in providing supporting documents for today's meeting. He proposed using the documents provided as a roadmap for the Task Force.

II. Review of the Current Data

1. Data on models to measure government performance

Ms. Brody summarized the following models that were available for assessing government performance and effectiveness:

- Government Performance Project's Grading the States 2005
- Governing Performance Project's Grading the Counties 2002
- The Baldrige National Quality Program
- The Florida Sterling Council
- The Balanced Scorecard Institute

Ms. Brody summarized the various categories that were emphasized in high performing organizations as follows:

- Leadership
- Strategic Planning
- Customer Service
- Performance Measures
- Human Resources
- Internal Processes
- Results
- Financial Information
- Infrastructure
- Information Technology

In response to a question by Commissioner Seijas, Ms. Brody stated staff would present a scorecard to the community that included reporting on the County's financial status, customer service, operational measures, and measures of how the County would ensure that employees were trained to serve the public.

Commissioner Seijas stated the Task Force should have input into the County's report card before it was issued to the public.

Chairman Moss suggested the ten points previously mentioned by Ms. Brody be used as the framework for good government with the ability to add one or two more that were unique to Miami-Dade County.

It was moved by Commissioner Seijas that the Committee accept the foregoing criteria, as read into the record by Ms. Brody. This motion was seconded by Commissioner Heyman, and upon being put to a vote, passed by a vote of 3-0, (Commissioner Sosa was absent).

Chairman Moss spoke in support of giving the County Manager the authority to advertise contracts prior to approval by the Board, noting this was a trend other governments were following. He indicated this would reduce the time required for the procurement process.

Commissioner Seijas agreed and suggested that private sector business representatives and academic representatives be included in the process. She suggested strengthening the bid protest process as it relates to the judge's opinion and the weight it is given.

2. Data on Miami-Dade Procurement

Ms. Miriam Singer, Director, Department of Procurement Management, presented a report entitled, "Procurement-Grids and Comparisons" and highlighted the following topics:

- Miami-Dade County Procurement Structure and Authority—Structure of Procurement Operations Comparison: 5 Years Ago v. Today
- Procurement Authority Survey of Largest Florida Counties
- Reduction of Procurement Processing Times
- Procurement Statistics: bid protest statistics and a comparison of contracts awarded by the Board of County Commissioners and the County Manager
- Further Streamlining Efforts
- Legislative Reforms

Commissioner Moss directed a series of questions to Mr. Roger Hernstadt, Director, Office of Capital Improvements, regarding the construction contracting process at the present time versus five years ago. He noted authority was delegated to the Manager under the expedite ordinance and the miscellaneous construction contracting process in order to speed up the process.

In response to a question by Commissioner Heyman, Mr. Hernstadt stated this week he was having meetings with all County departments involved in the capital improvement process and requesting ideas from all participants as to how to improve and streamline the process.

Commissioner Moss requested the Building Department staff make a presentation to the Task Force and explain the building permit process.

Commissioner Heyman requested staff explore the feasibility of increasing the use of information technology and instituting a plans review process by computer.

In response to Commissioner Heyman's requests for the Building Department, Commissioner Seijas advised her that a Land Use and Permitting Project Assessment was being conducted by the Office of Strategic Business Management. She advised that the assessment progress was being presented monthly to the Infrastructure Committee.

3. Data on Comparable Cities/Counties

Commissioner Heyman expressed concern that for the procurement data, Miami-Dade County was compared to other counties in Florida when some cities in the County were larger than the majority of counties in Florida.

Chairman Moss stated the Task Force needed additional information from staff to include other major metropolitan areas throughout the country that are comparable to Miami-Dade County.

Ms. Singer stated she would provide the information requested by Chairman Moss.

Chairman Moss requested a report regarding the procurement procedures of other Florida counties and larger cities and counties throughout the United States.

Commissioner Seijas requested a report regarding how many other cities or counties had a cone of silence or a similar procedure.

4. Data on Government Structure Models

Ms. Miriam Singer, Director, Department of Procurement Management, noted the department had a tremendous volume with implementation of Small Business Enterprise Programs in the month of April, and additional 12,900 purchases made for items valued from \$10,000 to \$50,000 that would not require additional DPM involvement to properly implement the SBE Program. She noted as a result of the ruling in the Hershel Gill Case, long-term bridges contracts were established for many of the solicitations that had measures which could not be extended for exercise options. Ms. Singer noted staff promised the Board that the successor long-term procurements would include SBE measures, which would be applicable to appropriately 400 solicitations. She explained, however, that the long-term bridge contracts have affected the workload tremendously because it was anticipated that exercise options would be extended for those contracts with measures.

Commissioner Heyman asked the Commission Auditor to conduct a review to determine the need for the additional 80 people hired by the Department of Procurement Management (DPM).

Chairman Moss asked the Department Director to present a report on the DPM's staffing level at the next task force meeting.

Commissioner Heyman asked was it possible to make a determination on the position of council versus strong mayor form of government if a sunshine obligation that we have in Florida is parallel to any other area. She also asked were criteria set for a strong mayor, such as age, voter status, residency requirement, and experience, advanced degrees, or a certain level of experience.

Chairman Moss stated the Task Force would discuss the strong mayor versus the commission and county manager form of government at the next Task Force meeting.

Commissioner Heyman suggested the Committee schedule meetings at a time other than business hours and invite chambers of commerce members and business people or certain industries that would like to participate in such meetings.

Chairman Moss stated Commissioner Heyman's suggestion could be discussed at the next Committee meeting.

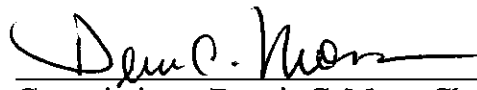
Commissioner Seijas noted the Miami-Dade television station rebroadcast committee meetings on a Saturday or Sunday.

III. Public Input Options

1. Possible Venues – Not considered
2. Outreach Options – Not considered

IV. Open Discussion - Not considered

There being no further business to come before the Committee, the meeting was adjourned at 1:04 p.m.


Commissioner Dennis C. Moss, Chairman